



## 90.30 Fiscal Year-End Cut-Off - Illustrative Entries

### 90.30.10

June 1, 2006

### How to use this section

The following entries illustrate the recording of year-end financial transactions. These entries are for illustrative purposes **only** and should **not** be considered all-inclusive. Entries posted to GL Code Series 71XX “In-Process” in treasury and treasury trust accounts also require an entry from the Office of the State Treasurer (OST) to clear the In-Process GL Codes, as illustrated below.

	Dr.	Cr.
In-Process (71XX)	xxx	
Current Treasury Cash Activity (OST Only)		xxx
(4310)		

This entry would be reversed for In-Process debit amounts.

### 90.30.20

June 1, 2006

### Cash revenues

90.30.20.a

To record cash revenues earned and received during the fiscal year (between July 1 and June 30) and deposited in the State Treasury (for treasury funds) or a local bank account (for local funds) by June 30. (Refer to Subsection 90.20.10.)

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
Journal Vouchers In-Process (7140) or		
Receipts In-Process (7110)		
Cash Revenues (3210) (with appropriate revenue		xxx
source code)		

90.30.20.b

To record cash revenues earned and **received by June 30** and recorded by the AFRS June cut-off, but not deposited/receipted in the State Treasury (for treasury funds) or a local bank account (for local funds) by June 30.

<b>Operating Agency - Concluding Fiscal Year:</b>	<b>Dr.</b>	<b>Cr.</b>
Undeposited Local Cash (1120) or	xxx	
Journal Vouchers In-Process (7140) or		
Receipts In-Process (7110)		
Cash Revenues (3210) (with appropriate revenue source code)		xxx
 <b>Office of the State Treasurer - Ensuing Fiscal Year - For Treasury Funds:</b>	<b>Dr.</b>	<b>Cr.</b>
Current Treasury Cash Activity (OST Only) (4310)	xxx	
Journal Vouchers In-Process (7140) or		xxx
Receipts In-Process (7110)		
 <b>Operating Agency - Ensuing Fiscal Year - For Local Funds:</b>	<b>Dr.</b>	<b>Cr.</b>
Cash in Bank (1110)	xxx	
Undeposited Local Cash (1120)		xxx

**90.30.30**

June 1, 2006

**Prior period adjustments**

90.30.30.a

To record material prior period adjustments to beginning real account balances (equity). **These entries have the effect of adjusting beginning fund balance/equity. Submit these entries to the OFM Accounting Consultant assigned to the agency for approval and entry. Full footnote disclosure is to accompany these adjustments.** (Refer to Subsection 90.20.15.)

<b>Office of Financial Management:</b>	<b>Dr.</b>	<b>Cr.</b>
Account to be Adjusted (XXXX)	xxx	
Prior Period Material Corrections (OFM Only) (9220)		xxx

90.30.30.b

To record immaterial prior period adjustments.

	<b>Dr.</b>	<b>Cr.</b>
Account to be Adjusted (XXXX)	xxx	
Immaterial Adjustments to Prior Periods (3215)		xxx
Revenue Source Code (0485) Immaterial Prior Period Adjustments		

90.30.30.c To record material prior period adjustments to the Subsidiary Accounts, debit and credit adjustments are offset to GL Code 9910 "Current Period Clearing Account (Subsidiary Accounts Only)." **Note: The balance in GL Code 9910 should be zero.** For purposes of this example, assume that an agency discovers that \$5.0 million of equipment with associated allowance for depreciation of \$4.4 million, remains in the Capital Assets Subsidiary Account (Account 997) long after the equipment has become obsolete and effectively retired.

<b>Office of Financial Management:</b>	<b>Dr.</b>	<b>Cr.</b>
Allowance of Depreciation (2420)	4.4M	
Current Period Clearing Account (Subsidiary Accounts Only) (9910)	.6M	
Furnishings and Equipment (2410)		5.0M
Investment in Capital Assets (98XX)	.6M	
Current Period Clearing Account (Subsidiary Accounts Only) (9910)		.6M

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**90.30.40**

June 1, 2006

**Accrued revenues**

90.30.40.a To record revenues earned but not received by June 30. (Refer to Subsection 90.20.20.)

	<b>Dr.</b>	<b>Cr.</b>
Appropriate Receivable Account (13XX)	xxx	
Accrued Revenues (3205) (with appropriate revenue source code)		xxx

90.30.40.b To record receipt of accrued revenues in the ensuing fiscal year and deposit in the State Treasury (for treasury funds) or a local bank account (for local funds).

	<b>Dr.</b>	<b>Cr.</b>
Cash in Bank (1110) or	xxx	
Receipts in-Process (7110) or		
Journal Vouchers In-Process (7140)		
Appropriate Receivable Account (13XX)		xxx

Note: For revenue accrued at the end of the first fiscal year of the biennium, this entry is accompanied by a reversal of the accrued revenue-debit GL Code 3205, credit GL Code 3210.

90.30.40.c To record a receivable for revenues which meets the asset recognition criteria but does not meet the revenue recognition criteria and is not expected to be collected until after the concluding fiscal year.

	<b>Dr.</b>	<b>Cr.</b>
Appropriate Receivable Account (13XX) or (16XX)	xxx	
Deferred Revenues (5192) or (5292)		xxx

**90.30.50**

June 1, 2006

**Vendor payment (warrant/check) transactions**

90.30.50.a To record cash expenditures/expenses for goods and services received and paid for during the fiscal year (July 1 through June 30). (Refer to Subsection 90.20.10.)

	<b>Dr.</b>	<b>Cr.</b>
Cash Expenditures/Expenses (6510) (with appropriate subobject)	xxx	
Cash in Bank (1110) or Warrants In-Process (7120)		xxx

90.30.50.b To record the accrual of actual expenditures/expenses for goods and services received but not paid for by June 30. (Refer to Subsections 90.20.25 through 90.20.40.)

	<b>Dr.</b>	<b>Cr.</b>
Accrued Expenditures/Expenses (6505) (appropriate subobject)	xxx	
Appropriate Payable Account (51XX)		xxx

90.30.50.c To record payment of accrued expenditures/expenses in the ensuing fiscal year. Note: This entry is system generated for AFRS agencies using warrant-producing transaction codes.

	<b>Dr.</b>	<b>Cr.</b>
Appropriate Payable Account (51XX)	xxx	
Cash in Bank (1110) or Warrants In-Process (7120)		xxx

Note: For expenditures charged to biennial appropriations accrued at the end of the first fiscal year of the biennium, this entry is accompanied by a reversal of the accrued expenditure - debit GL Code 6510, credit GL Code 6505.

90.30.50.d To record the accrual of **estimated** expenditures/expenses for goods and services received but not paid for by June 30. Usually the invoice has not been received by July 31. **Estimated** expenditures/expenses may also be items for which you anticipate an invoice amount based upon expenditure trend information, such as regular quarterly invoices. The final entry in this example shows how to reverse an unliquidated estimated accrual that is not expected to be liquidated. (For continuing appropriations, estimated accruals are recorded in GL Code 6505.)

<b>Concluding Fiscal Year at Appropriation End:</b>	<b>Dr.</b>	<b>Cr.</b>
Estimated Accrued Expenditures/Expenses (6560)	xxx	
(appropriate subobject)		
Appropriate Payable Account (51XX)		xxx
 <b>Ensuing Fiscal Year:</b>	 <b>Dr.</b>	 <b>Cr.</b>
Appropriate Payable Account (51XX)	xxx	
Cash in Bank (1110) or		xxx
Warrants In-Process (7120)		
 Appropriate Payable Account (51XX)	 xxx	
Immaterial Adjustments to Prior Periods (3215)		xxx
Revenue Source Code (0486) Recoveries of Prior		
Appropriation Expenditures		

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**90.30.60**

June 1, 2006

**Encumbrance transactions**

90.30.60.a To record encumbrances for budgeted accounts during the fiscal year. (Refer to Subsections 90.20.25 through 90.20.40.)

	<b>Dr.</b>	<b>Cr.</b>
Encumbrances (6410)	xxx	
Reserved for Encumbrances (9510)		xxx

90.30.60.b To record liquidations of encumbrances for budgeted accounts when paid or accrued.

	<b>Dr.</b>	<b>Cr.</b>
Reserved for Encumbrances (9510)	xxx	
Encumbrances (6410)		xxx

90.30.60.c To record the **end-of-biennium** capital appropriation encumbrances for projects that have been **reappropriated** in the ensuing biennium.

<b>Concluding Fiscal Year at Biennium End:</b>	<b>Dr.</b>	<b>Cr.</b>
Encumbrances for Reappropriated Capital Appropriations (9513)	xxx	
Encumbrances (6410)		xxx
<b>Ensuing Fiscal Year:</b>	<b>Dr.</b>	<b>Cr.</b>
Encumbrances (6410)	xxx	
Encumbrances for Reappropriated Capital Appropriations (9513)		xxx

**90.30.70**

June 1, 2006

**Interagency reimbursements (Object S)**

90.30.70.a To record an interagency reimbursement received by a budgeted proprietary fund type for salaries and benefits during the fiscal year. (Refer to Subsection 90.20.70.b, item 8.)

	<b>Dr.</b>	<b>Cr.</b>
Cash in Bank (1110) or Receipts In-Process (7110) or Journal Vouchers In-Process (7140)	xxx	
Cash Expenditures/Expenses (6510) Subobject SA (Salaries)		xxx
Cash Expenditures/Expenses (6510) Subobject SB (Benefits)		xxx
Expense Adjustments/Eliminations (GAAP) (6525) Subobject SA (Salaries)	xxx	
Expense Adjustments/Eliminations (GAAP) (6525) Subobject SB (Benefits)	xxx	
Revenue Adjustments/Eliminations (GAAP) (3225) Revenue Source Code (0420) Charges for Services		xxx

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**State Reporting**

**90.30.80**

90.30.70.b	To record an interagency reimbursement received by a non-budgeted proprietary fund type during the fiscal year.		
		<b>Dr.</b>	<b>Cr.</b>
	Cash in Bank (1110) or	xxx	
	Receipts In-Process (7110) or		
	Journal Vouchers In-Process (7140)		
	Cash Revenues (3210)		xxx
	Revenue Source Code (0420) Charges for		
	Services		
90.30.70.c	To record an interagency reimbursement received by accounts other than proprietary fund types for salaries and benefits during the fiscal year.		
		<b>Dr.</b>	<b>Cr.</b>
	Cash in Bank (1110) or	xxx	
	Receipts In-Process (7110) or		
	Journal Vouchers In-Process (7140)		
	Cash Expenditures/Expenses (6510) Subobject		xxx
	SA (Salaries)		
	Cash Expenditures/Expenses (6510) Subobject		xxx
	SB (Benefits)		

**90.30.80**

June 1, 2006

**Intra-Agency reimbursements (Object T)**

90.30.80.a	To record an intra-agency reimbursement received by a budgeted proprietary fund type for salaries and benefits during the fiscal year. (Refer to Subsection 90.20.70.b, item 9.)		
		<b>Dr.</b>	<b>Cr.</b>
	Cash in Bank (1110) or	xxx	
	Receipts In-Process (7110) or		
	Journal Vouchers In-Process (7140)		
	Cash Expenditures/Expenses (6510) Subobject		xxx
	TA (Salaries)		
	Cash Expenditures/Expenses (6510) Subobject		xxx
	TB (Benefits)		
	Expense Adjustments/Eliminations (GAAP) (6525)	xxx	
	Subobject TA (Salaries)		
	Expense Adjustments/Eliminations (GAAP) (6525)	xxx	
	Subobject TB (Benefits)		
	Revenue Adjustments/Eliminations (GAAP)		xxx
	(3225) Revenue Source Code (0420) Charges for		
	Services		

90.30.80.b	To record an intra-agency reimbursement received by a proprietary fund type during the fiscal year.		
		<b>Dr.</b>	<b>Cr.</b>
	Cash in Bank (1110) or	xxx	
	Receipts In-Process (7110) or		
	Journal Vouchers In-Process (7140)		
	Cash Revenues (3210)		xxx
	Revenue Source Code (0420) Charges for		
	Services		
90.30.80.c	To record an intra-agency reimbursement received by accounts other than proprietary fund types for salaries and benefits during the fiscal year.		
		<b>Dr.</b>	<b>Cr.</b>
	Cash in Bank (1110) or	xxx	
	Receipts In-Process (7110) or		
	Journal Vouchers In-Process (7140)		
	Cash Expenditures/Expenses (6510) Subobject		xxx
	TA (Salaries)		
	Cash Expenditures/Expenses (6510) Subobject		xxx
	TB (Benefits)		